

INSTRUCTIONS FOR COMPLETING TITLE IB FORMS

The header for all forms shows that this is the Workforce Investment Act (WIA) Local Plan modification for Program Year (PY) 2006–07. Fill in the name of your local workforce investment area (LWIA, Local Area) on all forms. For the PY 2006–07 Local Plan, the effective date of April 1, 2006, (earliest date for the youth program) has been pre-entered, where appropriate.

Cover Page ([Form in MS Word](#))

Complete the cover page by entering the name of the Local Area, date submitted, and contact person's name and telephone number.

Table of Contents ([Form in MS Word](#))

Use the Local Plan table of contents to indicate the starting page number for each part.

IX. Signature Page ([Form in MS Word](#))

Enter the name of your Local Area in the first paragraph. Since youth program funding is effective April 1, 2006, this date has been pre-entered as the beginning date. June 30, 2008, has been pre-entered as the ending date of the PY 2006–07 Local Plan. Obtain the appropriate signatures of the local workforce investment board (Local Board) Chair and the Chief Elected Official(s), or their officially designated alternates. (Note: Alternates must be designated by official action of their respective boards or by locally approved policy.) If you have more than one Chief Elected Official who must sign the Local Plan, add an additional signature page. Enter their respective names, titles, and the dates of signature.

X. Addendum ([Form in MS Word](#))

At the end of each question is an insert field to begin your specific local responses. If your local response is captured in a local policy/procedure document, you may refer to that document in the response field and attach the supporting document, with the appropriate section(s) highlighted.

Title IB Budget Plan Summaries

Title IB Budget Plan Summary (Adult or Dislocated Worker) ([Form in MS Excel](#))

Program Type: Use one page for Adult and one page for Dislocated Worker. Check the appropriate box.

Funding Identification:

- Line 2. Enter the allocation for the corresponding program type for the year of appropriation (YOA). Include both the July 1 and the October 1 WIA allocations.
- Line 3. Enter any adjustments to the allocation, plus or minus. Plus adjustments include reallocations. Minus adjustments include involuntary deobligations, recaptures and rescissions.
- Line 4. Transfers of adult and dislocated worker funds are plus or minus, depending on the direction of the transfer. For further information on transfers, see WIA Directive [WIAD05-12](#).
- Line 5. Line 5 is the sum of lines 2, 3, and 4. This must equal Line 8.

Total Allocation Cost Category Plan:

- Line 6. Provide a breakout of this amount by the program services listed in Lines 6.A. through 6.E. Line 6.E. (Other) includes activities that do not meet the definitions of the services listed in Lines 6.A. through 6.D. and do not meet the definition of Administration as stated in Title 20 Code of Federal Regulations (CFR) Part 667, Subpart B. Line 6 is the sum of lines 6.A. through 6.E.
- Line 7. For grant codes 201, 202, 501, and 502, enter the amount of the funds in Line 5 that will be spent on Administration through the WIA administrative cost pool. [Note: Administrative costs cannot be charged against grant codes 203, 204, 503, and 504.] This can be no more than 10 percent. Adult funds set aside for administration do not need to be spent on only the Adult program, and Dislocated Worker funds set aside for administration do not need to be spent only on the Dislocated Worker program. The Administration funds may be pooled and spent on WIA administrative needs as a whole.
- Line 8. Line 8 is the sum of lines 6 and 7. This must equal Line 5.

Quarterly Total Expenditure Plan:

Lines 9–20. Enter the planned quarterly expenditures, on a cumulative basis, for each quarter, starting with the beginning of the grant. The dates shown in Lines 9 through 20 are the ending month of each quarter.

Title IB Budget Plan Summary (Youth) ([Form in MS Excel](#))

Program Type: The appropriate box has been pre-checked.

Funding Identification:

Line 2. Enter the allocation for the corresponding program type for the year of appropriation (YOA). Include both the April 1 and the July 1 WIA allocations, if applicable.

Line 3. Enter any adjustments to the allocation, plus or minus. Plus adjustments include reallocations. Minus adjustments include involuntary deobligations, recaptures and rescissions.

Line 4. Line 4 is the sum of lines 2 and 3. This must equal Line 7.

Total Allocation Cost Category Plan:

Line 5. Provide a breakout of this amount by In School and Out-of-School in Lines 5.A. and 5.B. At least 30 percent of Line 5 must be spent on activities for Out-of-School youth (Line 5.B.).

Line 6. For grant codes 301 and 302, enter the amount of the funds from Line 2 that will be spent on Administration through the WIA administrative cost pool. [Note: Administrative costs cannot be charged against grant codes 303 and 304.] This can be no more than 10 percent. Youth funds set aside for administration do not need to be spent on only the Youth program. The Administration funds may be pooled and spent on WIA administrative needs as a whole.

Line 7. Line 7 is the total of lines 5 and 6. This must equal Line 4.

Quarterly Total Expenditure Plan:

Lines 8–20. Enter the planned quarterly expenditures, on a cumulative basis, for each quarter, starting with the beginning of the grant. The dates shown in Lines 8 through 20 are the ending months of each quarter.

Title IB Participant Plan Summary ([Form in MS Excel](#))

Totals for PY 2006:

- Line 1. Enter the number of registered participants carried in from PY 2005.
- Line 2. Enter the number of new registered participants for PY 2006.
- Line 3. Total lines 1 and 2. This will be the total number of registered participants for PY 2006.
- Line 4. Enter the number of exiters for PY 2006.
- Line 5. Subtract line 4 from line 3. This will be the number of registered participants carried out to PY 2007.

Program Services:

Lines 6–9. Enter the total number of adult and dislocated worker participants planned to receive each respective service funded by WIA. For example, if a registered adult received two different intensive services, both funded by WIA, that registered adult would be counted as one participant (not as two enrollments for intensive services). Please note, Line 6 is for nonregistered, universal access Core Services (also referred to as Core A), while Line 7 is for registered, staff assisted Core Services (also referred to as Core B).

Skill Attainment:

Line 10. Enter the number of registered younger youth who will positively attain at least one skill/goal during PY 2006.

Exit Status:

NOTE: Because one exiter may have up to three different exit status codes, no totals are required. However, any entry in Lines 11 through 19 must be less than or equal to Line 4.

Line 11. Enter the number of exiters planned to enter employment.

Line 11.A. Of those planned to enter employment (Line 11), enter the number planned to enter training-related employment.

Line 11.B. Of those planned to enter employment (Line 11), enter the number planned to enter both employment and a training program to obtain a high school diploma/General Equivalency Diploma (GED), postsecondary degrees/certificates, or credential program. [See Department of Labor Training and Employment Guidance Letter (TEGL) 17-05, *Common Measures Policy for the Employment and Training Administration's Performance Accountability System and Related Performance Issues.*]

Line 12. Enter the estimated number of exiters that may remain with the layoff employer. Base this information on an analysis of your local area's past experience.

Line 13. Enter the planned number of exiters to enter military service.

Line 14. Enter the planned number of exiters to enter advanced training.

Line 15. Enter the planned number of exiters to enter postsecondary education.

Line 16. Enter the planned number of exiters to enter an apprenticeship program.

Line 17. Enter the planned number of exiters to attain a high school diploma/GED.

Line 18. Enter the planned number of exiters to return to secondary school. (The youth exited WIA services but was still attending secondary school at time of exit.)

Line 19. Enter the estimated number of exiters to exit for other reasons than those recorded on Lines 11 through 18.

Negotiated Levels of Performance ([Form in MS Word](#))

- The State negotiated levels of performance for *Program Years 2000–01, 2001–02, 2002–03, 2003–04, 2004–05, 2005–06, and 2006–07* have been pre-entered.
- Enter your local area's negotiated levels of performance for *Program Years 2000–01, 2001–02, 2002–03, 2003–04, 2004–05, and 2005–06*.

Local Area Grant Recipient Listing ([Form in MS Word](#))

Complete the grant recipient listing by entering the name of the Local Area, organization, contact person's name and title, mailing address, telephone and fax numbers, and e-mail address. Obtain the appropriate signature of the Chief Elected Official(s), or their officially designated alternates. (Note: Alternates must be designated by official action of their respective boards or by locally approved policy.) If you have more than one Chief Elected Official who must sign the Local Plan, add an additional signature page. Enter their respective names, titles, and the dates of signature.